

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Storage & Installation of  
Carpet for the NHB

FROM

C/NBPO/OL  
1J45 HQ

EXTENSION

NO.

DATE

7 Jan 88

TO: (Officer designation, room number, and  
building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)1. C/FMD/OL  
3E14 HQ

11 Jan 88

J

2.

3. C/NBPO/OL  
1J45 HQ

1/14

M

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COMMENTS:

Carpet  
file

7 January 1988

MEMORANDUM TO: Chief, Facilities Management Division, OL

FROM: 

Chief, New Building Project Office, OL

SUBJECT: Storage and Installation of Carpet  
for the New Headquarters Building

1. With the revised move-in dates for the New Headquarters Building (NHB), two major tasks which were to be performed by the New Building Project Office (NBPO) have been rescheduled by the Integrated Logistics Support Program (ILSP). They are the installation of partitions and carpeting. According to the draft schedule included in the latest ILSP working group minutes, the first requirement to install carpeting will occur in April 1988 in the OTS area. We anticipate that construction within the NHB will be substantially complete in April 1988. As a result, most of the work associated with these two tasks will occur after completion of the NHB and after the concomitant demise of NBPO as we know it today. Therefore, Facilities Management Division (FMD) will ultimately be responsible for installing most, if not all, of the carpeting in the NHB.

2 We have taken action to transfer the partition installation effort, which is closely associated with the installation of carpeting, from NBPO to FMD. As you are aware, our project officer for NHB carpeting has been  he is scheduled to transfer to FMD not later than 15 January 1988.

3. In view of all of the above, I recommend that the responsibility for the storage and installation of NHB carpeting (to include COTR responsibilities for the attached contract) be transferred to FMD effective 15 January 1988. If you agree, please sign the concurrence line on the original of this memorandum and return it to me.

Attachment CONCUR: 

11 Jan 88  
Date

CONFIDENTIAL